



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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General Position Information

Job Title: Acquisition Program Manager

Position Number: EC080

Position Grade: GS-14

Salary Range: \$126,233 - \$164,102 (not applicable for detailees)

Vacancy Open Period: 06/29/2022 – 07/14/2022

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/PC

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS - 14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

For a cadre assignment:

- Current ODNI permanent cadre.



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- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)
- Candidates outside the Federal Government.
- Current ODNI Staff Reserve employees. (A staff reserve employee who currently occupies this position may not apply.)

For a detailee assignment:

- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities (MDRs)

Recognize identified program needs to inform and begin the requirements validation process.

Coordinate or lead functional teams to analyze potential program requirements and refine program requirements and continuously coordinate with users to determine appropriate interpretation.

Conduct advanced acquisition planning and programming to produce the acquisition and investment strategy and program plan and coordinate the acquisition through the contracting process (e.g., contracting milestones, solicitation, source selection, award, negotiation, and administration).

Prepare, justify, and/or administer budgets and monitor expenditures for program areas.

Plan, organize, staff, and monitor specific acquisition programs to ensure they meet cost, schedule, and performance requirements throughout the life cycle and maintain accountability for accurate and credible cost, schedule, and performance reporting.

Develop a risk management approach to ensure program success.



Develop and maintain ongoing working relationships and expectations with customers, stakeholders, users, and decision authorities throughout the program life cycle.

Reference approved technical strategy against requirements.

Ensure mission assurance (e.g. quality, maintainability, affordability, supportability, and training) for products and/or services throughout the life cycle.

Mandatory and Educational Requirements

Extensive understanding of roles and missions of enterprise (e.g., agency, department, IC) and other external factors.

Demonstrated ability to perceive organizational and political reality and expert understanding of how actions by one entity affect others to identify practical solutions for enterprise mission accomplishment.

Demonstrated skill to align programs with strategic goals.

Extensive understanding of the organization's financial processes. Prepares, justifies, and administers the project/program budget.

Demonstrated ability to oversee procurement and contracting to achieve desired results; monitor expenditures and analyze cost-benefits to set priorities.

Demonstrated ability to develop collaborative information and expert knowledge of sharing networks and building alliances with colleagues and counterparts within and/or across the organization, the IC, other government/private organizations, or professional/technical disciplines to achieve organizational outcomes.

Demonstrated ability to persuade others, builds consensus through give and take, and gains cooperation from others to obtain information and accomplish goals.

Demonstrated ability to develop and maintain effective working relationships, especially in difficult situations (e.g. when defending or critiquing a position).

Demonstrated ability to demonstrate and foster respect, understanding, courtesy, tact, and empathy. Considers varied cultural backgrounds, work experience, and organizational roles in working with others.

Demonstrated ability to develop new insights into situations and applies innovative solutions to problems and to improve processes. Designs new methods and tools where established methods and procedures are inapplicable, unavailable, or ineffective.

Extensive knowledge to identify and understand issues, problems, different sources throughout the IC and external agencies to draw conclusions.

Demonstrated ability to choose an approach, develop solutions, and take action consistent with IC values, available facts, constraints, and probable consequences.

Extensive understanding of the interrelationships among organizations and components of the IC.



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Extensive understanding of how one's own work impacts, and is impacted by the mission and operations of IC organizations and components, and uses this information to maximize contribution to mission accomplishment.

Demonstrated ability to identify and use principles, rules, and relationships to construct arguments or interpret facts, data, or other information.

Demonstrated ability to dissect problems into meaningful parts and uses logic and judgment to determine accuracy and relevance of data.

Demonstrated ability to identify and reconcile gaps, uncertainties, and key assumptions of data. Superior ability to integrate evidence/information, evaluates and prioritizes alternatives, and assesses similarities and differences in data to develop findings and conclusions. Extensive understanding of potential implications of these findings or conclusions.

Demonstrated ability to use experiences and challenges as opportunities to improve and become more effective. Pursues assignments and other developmental opportunities to stretch skills and to further professional growth.

Demonstrated ability to improve the capacity of others and the organization through mentoring, coaching, and knowledge sharing.

Demonstrated ability to identify, interpret, comply, and with and stay current on relevant regulations, guidelines, laws, and directives.

Desired Requirements

One year of full performance-level certified project/program manager assignment or designated functional manager may waive all or part of the Federal Acquisition Certification for Program and Project Managers (FAC - P/PM) requirements in writing, on a case-by-case basis.

Bachelor's degree in Business Administration, Management, or technical discipline such as Engineering or Information Technology.

Project/Program Management Advanced/Expert Level certification or equivalent.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.



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- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the [www.intelligencecareers.gov](#).* All attachments should be in Microsoft Word or Adobe PDF format.



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CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

Applicants from federal agencies outside the IC must provide:

WRITTEN ENDORSEMENT from the employing agency concurring with the detail.

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3888

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



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Agency Contact Information

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1277 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules